

C O N F I D E N T I A L

MEMORANDUM FOR:

FROM:

25X1

Chief, New Building Project Office, OL

SUBJECT:

Adjacency Study

25X1

1. The New Building Project Office has been concentrating on the development of accurate space requirement statements for Headquarters over the past 18 months. While this effort will necessarily continue throughout the life of the project, requirements are not sufficiently defined to permit the next phase of project development to begin.

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2. In the next phase, attention will be given to another dimension of the space assignment process, i.e., the alternatives available for locating or "stacking" component spaces within the Headquarters complex. Obviously, the end result should reflect a near-optimum level of efficiency and operational convenience.

25X1

3. As part of the basic research needed to determine the need for proximity between Offices, you are requested to complete the attached questionnaire. Basically, we wish to identify the degree of physical interaction among Agency components. For our purposes, these interactions are: meetings and movement of time-critical hard copy correspondence.

25X1

4. We recognize the potential workload associated with this request and ask that you simply approximate the magnitude based on experience rather than attempt to gather actual counts. If there are unique aspects of your operation which should be noted, attach a short note to the completed questionnaire.

25X1

5. Please complete the attached questionnaire and return it to the New Building Project Office, Room 4E50 Headquarters by _____. Refer any questions to

25X1

25X1

Attachment:
Questionnaire

25X1; 25X1

C O N F I D E N T I A L

SECRET
(when filled in)

New Building Project Office Adjacency Study

(Office)

(Prepared By)

(Date)

(Extension)

Names of Component
(Ranked by Importance)

Frequency

	A	B	C	D	E	F
1 _____						
2 _____						
3 _____						
4 _____						
5 _____						
6 _____						
7 _____						
8 _____						
9 _____						
10 _____						
11 _____						
12 _____						
13 _____						
14 _____						
15 _____						

Instructions:

1. Fill in the blanks at the top of page with the name of your office, the date prepared, name of the individual completing the questionnaire, and a telephone number where they can be reached.
2. Using the list of Agency Expenditure Centers from pages 79 and 80 of FY 1985 Program Call Book, select the 15 components with which you most often interact. List the components in priority order with #1 being the component with which you have the most need for physical contact.
3. From the time periods listed below, select the one that most closely represents the frequency of interaction and in the appropriate column above, enter the approximate number of contacts that occur:

A = contacts every hour
 B = contacts every 4 hours
 C = contacts every 8 hours
 D = contacts every other day
 E = contacts every 2 to 3 days
 F = contacts every 4 to 5 days or more

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